

# Ethics of online classes

## What is an online meeting?

Online meetings are referred to virtual meetings that take place through different meeting applications through internet. Online meeting is used for different purposes such as, business, education, work or even fitness and other recreational activities.

## Why Online meetings?

To connect to clients, students, work ..... easily without being forced to exist physically. These types of meetings can save time and add to productivity.

## How often is Online meeting used?

Online meetings were not so much used previously, the only sector with frequent usage of these types of meetings was business, where businessmen tried to connect either to their clients or managers. However, online meeting system was also been active in the field of education but not as it is now “during Coronavirus pandemic”.

### Pros of Online meetings

- Can be accessed from anywhere
- Easy to use
- Save time
- Provide a safer virtual environment without physical existence
- Reducing the cost involved with preparations and reservations
- A better way to reduce pollution by virtually connecting (not using cars, trains, planes.....)

### Cons of Online meetings

- Needs internet connection, which can be challenging in some parts of the world
- Needs Electricity, which can also be challenging in some parts of the world
- Long meetings can leave you with severe eye tiredness
- Some technical issues can make the whole process hard
- No experience with these types of meetings can lead to a mess, where everyone is talking and cutting each other's conversation
- Time differences can be a big issue, as in some parts of the world it is 8 am while in some other parts it can be 2 am which makes the individuals exhausted and leave them with lack of concentration/focus.

As it is mentioned above online meetings can be used for different purposes where the dos and don'ts are different for each type of meeting. Here I will focus on online meetings with educational aim, I would point out what an individual should not do and what to do in an online class.

<b>Dos</b>	<b>Don'ts</b>
Wake up early and prepare for the class	Don't be the last person to show up for the class
Before attending the class make sure you know the subject and expected activities try being prepared	Avoid eating and unnecessary drinking within the class
Try to check the sound and video quality before entering to the online class	Avoid being in a crowded place
Always wear appropriate clothing and if not try to adjust your camera so that only upper part of your body is visible	Avoid pets, children and any other family member appearance in the camera
Try to be mute on default, so that when you are talking, people inside the group are not disturbed	Don't talk very loud or opposite
Since it is a virtual meeting always try to refer to the person you want to talk by their name to avoid confusion	Don't wear inappropriate clothing. Be sure to turn off the camera while having half appropriate cloths and trying to stand up
Always ask for permission to speak, because it can get very messy if everyone is talking	Do not answer in an online class until you have clearly understood the question
Be a good listener	Do not try to ignore questions which your professor is asking you if you don't know the answer, saying directly that you do not know is a much better approach.
Within group activities since some students are fast, please wait for all group members to finish, try to have patience.	Don't think that because it is an online class you can do anything because your professor can't stop you doing that. Be respectful all the time.
Try to listen to all instructions, homework and other tasks given by the professor and don't rush in signing out of the class.	Don't blame your friends within a study/activity group if they are slower than you, try to help them
While finally finishing the class, make sure you have signed out, and the application is closed to avoid embarrassing yourself	Control your speaking pace and don't be a very fast speaker, because internet speed and connection might be different in every place and the attendees might not understand what you say.